



160.20 PROBATION REVIEW BOARD (Revised 4th Edit., 2000) (Revised 07/07)

SWORN:

The purpose of the Oklahoma City Police Department Probation Review Board is to objectively and effectively evaluate the performance of those new hire recruits nearing the end of their probationary period.

Recruits in a probationary status will appear before the Probation Review Board prior to completion of their probationary period. The Board will be comprised of four Majors and the chairman who will hold the rank of Deputy Chief. The Board will convene, on dates scheduled by the board chairman. Each recruit's Division Commander is responsible for ensuring the probationary recruit and the recruit's immediate supervisor appears before the Board. The Police Personnel Office will forward the recruit's probationary termination date to the affected Division Commander.

The probationary recruit's supervisor(s) will appear before the board and give a summary of the recruit's performance and attendance. The supervisor will also provide the Board with Supervisor Monthly Narrative Evaluation Reports for the months after the recruit has been released from the FTO program, up to the date of the board. The Board members will ask the recruit questions which relate to his/her position as a police officer. An evaluation sheet will be filled out by each member in response to the recruit's answers to the questions. The Chairman will recommend, to the Chief, the consensus of the Board that the recruit be granted permanent status, given an extended probationary period, or be terminated from employment. Should the recruit's probationary period be extended, then he/she must reappear before the Board.

The employee will be advised in writing of the final decision regarding the probationary status.

